"MENU" FOR WRITING PERFORMANCE PLANS

The chart below introduces a simple method of writing performance element(s) and associated activities/tasks described in the FY2000 HQ Performance Management Plan. The performance element should consist of an action verb and an object. Select an active verb from the first column and an object of that verb from the second column. Then modify the verb/object pair with appropriate events, organizations, or customers in order to make the verb/object pair understandable. Finally, select the appropriate activities and tasks from the third column that relate to the accomplishment of the verb/object:

ACTIVE VERB	OBJECT	ACTIVITIES/TASKS
Administers	Advice	gathers information
Advises	Appropriations	issues instructions
Analyzes	Budget items	determines scope of problem
Audits	Conferences	collaborates with colleagues
Calculates	Correspondence	attends meetings
Classifies	Counseling	searches literature
Communicates	Data	calculates figures
Conducts	Expenditures	proofreads
Compiles	Funding	enters data
Coordinates	Information	contacts customers
Creates	Initiatives	updates data
Develops	Instructions	conducts interviews
Directs	Meetings	prepares schedule
Documents	Personnel	conducts inspection
Drafts	Policy	prepares draft
Establishes	Program	analyzes needs
Evaluates	Project	provides support
Implements	Publications	determines needs
Monitors	Recommendations	chooses alternatives
Negotiates	Reports	develops plans
Organizes	Reviews	coordinates activities
Procures	Training	requests resources
Tracks		requisitions supplies
Trains		maintains calendar
Writes		answers questions
		validates information